

***GUIDELINES
FOR
LAND USE APPLICATIONS***

**SUBMITTAL of AGENDA ITEMS to the PLANNING
DEPARTMENT for PLANNING COMMISSION and CITY
COUNCIL PUBLIC MEETINGS**

**(Rezoning Applications, Use Permit Applications, Conditional
Privilege Applications and Subdivisions)**

**PLANNING DEPARTMENT
City of Hampton, VA**

Pre-Application Consultation for Land Use Applications

Applicants are strongly encouraged to request a consultation with the Planning Department prior to submitting a land use application or subdivision proposal. At this meeting, the Planning staff and applicant can review the information required to submit a complete application, the application process, and the tentative public meeting schedule. The Planning staff can advise an applicant on supplemental information that may be required to support an application, the applicant's responsibility to conduct community notification prior to the public hearing, and the deadlines for required legal notices.

To be accepted by the Planning Department, applications must be complete and must contain all information described on the "Land Use Application" form. A signed "Land Use Application Checklist" must also be submitted. Some uses (such as communication towers and Day Care 3) require supplemental information that must be submitted with the application.

Only complete land use applications will be scheduled for consideration before the Planning Commission or City Council. Determination of a land use application's completeness and its placement on a Planning Commission or City Council agenda is at the discretion of the Planning Department

Rezoning and Use Permit Applications

These land use applications are reviewed and evaluated by the Planning Department, whose recommendation is transmitted to the Planning Commission and the City Council. Rezoning and use permit applications require a public hearing by the Planning Commission prior to their consideration by City Council.

The Hampton Planning Commission is appointed by the Hampton City Council to promote the orderly development of the City. The Planning Commission reviews land use applications for conformance with the City's Comprehensive Plan and other adopted public policies and makes recommendations to City Council based on sound land use planning principles.

The Planning Commission meets the second Monday of each month at 3:30pm in the Council chambers. The deadline for submittal of rezoning and use permit applications to the Planning Department is a **minimum** of six weeks prior to the Planning Commission public hearing. Subdivision plats must be submitted a **minimum** of four weeks prior to the Planning Commission public meeting. Prospective applicants should consult with the Planning Department to determine the specific application deadlines for any given Planning Commission meeting, as they may vary slightly due to legal advertisement requirements.

At the public hearing, the applicant will be asked to give a description of the proposal and should be prepared to answer questions from the Planning Commission and/or the public. Following its public hearing, the Planning Commission forwards a recommendation to the City Council. If the City Council votes to approve a rezoning application at its first public hearing, it will conduct a second public hearing. If the City Council votes to deny a rezoning application at its first public hearing, it will not conduct a second public hearing. Use permit applications are only considered once for public hearing by the City Council.

Conditional Privilege Applications

Conditional privilege applications are reviewed directly by City Council, following evaluation and recommendation by the Planning Department. Typically, the City Council meets twice a month, on the second and fourth Wednesdays at 7:30pm in the Council Chambers. However, Council may elect to meet only once per month; applicants should consult the Clerk of Council for specific meeting dates. Applications for conditional privileges must be submitted to the Planning Department a **minimum** of six weeks prior to the City Council public hearing date.

At the public hearing, the City Council may ask for a brief presentation from the applicant and/or the Planning Department and it may entertain comments from the public. The City Council holds only one public hearing on conditional privilege applications.

For additional information about the Planning Commission and City Council, their public hearing processes and schedules for land use applications and subdivisions, or to request a pre-application consultation, contact the Planning Department at 757-727-6140.

January 7, 2002